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DD/ST# 3272-68

OEL 723-68

- 21 AUG 1968

MEMORANDUM FOR: Director of Logistics

THROUGH: Deputy Director for Science and Technology

SUBJECT: DD/S&T Contracting Team

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1. This memorandum describes the support rendered by the DD/S&T Contracting Team to the Office of ELINT (OEL) since the Team's organization in March 1968. Comments are contained in paragraphs 2 through 5.

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2. Mr. [] and the other members of the DD/S&T Contracting Team have provided outstanding support to this office and to other DD/S&T components. Specifically, Mr. [] has become an integral part of our research and development (R&D) and other procurement activities and the Team is looked to by Project Officers and senior officials alike for guidance in all such matters. The Team has significantly enhanced our operations in the following ways:

a. Assisting our Project Officers in achieving a better understanding of contract actions, their personal responsibility, the role of Agency procurement activities and Armed Services and Agency procurement procedures and regulations.

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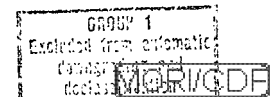
b. Achieving what we believe to be the best possible contractual relationships both from the aspect of the type

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for the DD/S&T at a negotiated savings of \$296,000.

c. Assisting in the rapid initiation of contractual relationships which in several instances have directly related to urgent operational requirements. To cite two examples, the Team placed seven contracts with seven different firms during the last two days of FY-1968.

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These contracts amounted to [] in year-end surge funds. It is also noteworthy that the Team processed Form 2420s on 151 contracts with 92% completed in 30 days, 4% in 60 days or less and only 3% required more than 60 days. This represents a significant improvement over the time previously required.

d. Establishing a closer rapport and working relationship between this office and other Office of Logistics (OL) activities within the Agency, including Procurement Management Staff/DD/S&T, Procurement Division/OL, West Coast Logistics and the Contract Review Board.

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3. Mr. [] has personally demonstrated an outstanding ability to work with all levels of personnel and his expertise in the areas of contracting and procurement is apparent to all those with whom he associates. Similar comments can be made for all other members of the Contracting Team, as an example Mr. [] the Team Security Officer. Mr. [] knowledge and ability have enhanced the DD/S&T capability to rapidly obtain contractor and facility clearances. Such clearances subsequently permitted these contractors to conduct R&D which directly supported priority mission requirements of this Directorate.

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4. I would like to express my appreciation to you and to all other personnel who selected the present Team. The Office of ELINT anticipates continued strong support and looks forward to many additional gains made possible by the presence of the Contracting Team.

5. I will forward a follow-up review of Team activities to cover one full year of operation in April 1969.

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GEORGE C. MILLER
Director of ELINT
DD/S&T

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